



**SAINT JOSEPH'S SCHOOL OF NURSING**

**CATALOG**

**June 4, 2017 – December 31, 2018**

**816 West Lancaster Blvd, Lancaster, CA 93534  
P: 661.726.5060 | F: 661.951.9170 | [www.stjson.edu](http://www.stjson.edu)**

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## **MISSION**

Our mission is to provide quality vocational training to prepare future healthcare workers represented in the programs offered initial training to support those in need of healthcare services in the community he/she serves.

## **VISION**

Our vision is to be community mentors guiding individuals into entry level practice through vocational training. Our faculty members aspire to provide excellent education one student at a time.

## **OBJECTIVE**

Our objective is to prepare students with theoretical and practical skills for entry level positions in the Nurse Assistant and Home Health Aide fields.

## **FACILITY AND EQUIPMENT**

Saint Joseph's School of Nursing offers training in a residential format. All classes are held at 816 West Lancaster Blvd, Lancaster, CA 93534.

The school occupies approximately 3800 square feet in three buildings 810,812 and 816 at West Lancaster Blvd. Classrooms are appropriately furnished with laboratory and instructional furniture, such as, beds, numerous types of mannequins and models, as well as with nursing kits and disposable supplies. Computers are available for use in the library. The facilities are readily accessible for students requiring physical accommodations, and the campuses have convenient access to public transportation and freeway access.

### ***Ratios***

<b>Program</b>	<b>Theory Classroom Maximum Number of Students</b>	<b>Skills Lab Maximum Number of Students</b>	<b>Student to Faculty Ratio</b>
Nurse Assistant Training Program	15	15	15:1
Home Health Aide Training Program	15	15	15:1

## **GENERAL INFORMATION**

### **ADMINISTRATION DAYS / HOURS**

Monday- Friday 9:00 am-5:00 pm.

### **CLASSROOM DAYS / HOURS**

Monday - Thursday 7:00 am-4:00 pm

Saturday and Sunday 7:00 am – 3:00 pm

### **HOLIDAYS**

Saint Joseph School of Nursing observes the following holidays:

- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Vacation (December 24, 2018 to January 2, 2018)

### **APPROVALS**

Saint Joseph School of Nursing is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Vocational Nursing program is approved through the Board of Vocational Nursing and Psychiatric Technicians. The Board can be reached at: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, P: 916.263.7800, F: 916.263.7859.

The Nurse Assistant and Home Health Aide programs are approved through the California Department of Public Health, Licensing and Certification.

## **ADMISSIONS POLICY AND PROCEDURE**

### **POLICY**

Admission into any of the programs requires that the prospective student:

- Be 18 years of age or older;
- Have a high school diploma or equivalent. Saint Joseph School of Nursing will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree; **or** Ability-to-benefit exam (ATB) is accepted for home health aide and Nurse assistant program only, if applicant does not have a high school diploma or GED equivalent.

ATB Exam: ACCULACER

Minimum Scores: Reading Comprehension 55, Sentence Skills 60, Arithmetic 34

- Be provided an application and direction regarding the required essay;
- Be provided the School Performance Fact Sheet, catalog, and Notice of Cancellation form;
- Complete an interview;
- Complete a criminal record screening; and
- Be in good health. Complete a physical examination, document required immunizations, and complete a TB and any other healthcare related screenings required by clinical facilities.
- Nurse Assistant Training and Certification is a required prerequisite to enroll in the Home Health Aide course as required by state law. Students must submit proof of California State Nurse Assistant Certification/License upon admission.

A prospective student with a disability and who may need an academic accommodation is encouraged to contact the Director of Nursing to discuss any request for assistance.

## **PROCEDURE**

Admissions procedures include meeting with an admissions representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide documentation of age;
- Provide a high school diploma or equivalent (to include ATB);
- Complete the application and essay;
- Interview;
- Documentation must be on file of a cleared criminal record screening; and
- Documentation of good health.
- Submit proof of California State Nurse Assistant Certification/License upon admission, if applying for the Home Health Aide program.

Upon acceptance into a program a student must:

- Acknowledge receipt and have reviewed the catalog;
- Initial and sign the School Performance Fact Sheet;
- Complete an enrollment agreement;
- Receive a Notice to Cancel; and

- Make payment arrangements.

### **REENTRY**

A former student requesting to re-enter a program previously withdrawn from should do so in writing. Supporting documentation and/or information should be providing regarding the mitigating circumstances that caused the withdrawal, along with the change in circumstances that will allow the student to successful complete the program. A reinstatement committee shall notify the former student of the re-entry review decision within 30 days following the decision. The decision of the committee is final.

### **INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES**

Saint Joseph's School of Nursing does not offer visa services to prospective students from other countries or English language services. Saint Joseph's School of Nursing does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

- the admissions interview; and
- Saint Joseph's School of Nursing's receipt of required admissions documentation, to include prior education documentation or passing the ATB exam, as stated in the admissions policy.

### **FOREIGN TRANSCRIPT EVALUATION**

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Saint Joseph's School of Nursing does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

### **TRANSFER OF CREDIT**

A student requesting transfer of credit must make the request in writing during the admissions process and provide an official transcript from each institution that the student is requesting transfer credit from and course descriptions from the institution the coursework was completed at. A grade of "B" or better is required to be considered for transferability and prior coursework will be reviewed for compatibility to the coursework required to be completed at Saint Joseph's School of Nursing. Additional documentation may be requested to support the coursework completed.

The acceptance or denial of the request for transfer of credit is determined by the Director of Nursing. The student is informed of the decision by the Director of Nursing. Appeals to denial of

credit may be made in writing to the Director of Nursing within two (2) days with support documentation of the reason for the appeal. The Director of Nursing will respond within two (2) days. The decision of the appeal is considered final.

If transfer credit (hours) are granted tuition will be reduced based on the total number of transferable hours to the program and noted within the student's record. The acceptance of transfer credit may affect the amount of financial aid available for the program. SJSN does not charge any fees for reviewing of potential transfer credit.

Saint Joseph's School of Nursing does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Saint Joseph's School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Saint Joseph's School of Nursing to determine if your credits or certificate will transfer.

### **ARTICULATION AGREEMENTS**

Saint Joseph's School of Nursing has not entered into any transfer or articulation agreements with any other college or university.

### **NON DISCRIMINATION POLICY**

Saint Joseph's School of Nursing does not discriminate on the basis of race, color, creed, religion, ancestry, ethnic origin, age, non-disqualifying disability, sex, sexual orientation, marital status or veteran status in the recruitment of students, or in the implementation of its policies, procedures and activities.

Saint Joseph's School of Nursing endorses Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990: "No otherwise qualified handicapped individual in the United States, as defined in Section 7(6), shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination."

## PROGRAMS

### NURSE ASSISTANT TRAINING PROGRAM

**Program Length:** 160 hours / 6 weeks

**Cumulative Final Program Exam:** Yes

**Graduation Document:** Certificate

**Potential Occupations:** Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).

**Standard Occupational Code (SOC) and Description:** 31-1014 - Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

#### **Program Description:**

The course is structured to provide theory and practical application skills needed to become employed as an entry-level Nursing Assistant.

#### **Program Objectives:**

The objective of this course is to prepare students to pass the Nurse Assistant Certification Examination and to perform as an entry level NA in various health care settings.

#### **Module Outline:**

Module	Course Title	Theory Hours	Clinical Hours	Total Hours
1	Introduction	3	0	3
2	Patient's Rights	2	1	3
3	Interpersonal Skills	2	0	2
4	Prevention Management of Catastrophe and Unusual Occurrence	2	1	3
5	Body Mechanics	3	4	7
6	Medical and Surgical Asepsis	2	8	10
7	Weight and Measures	1	1	2
8	Patient Care Skills	14	44	58
9	Patient Care Procedures	7	20	27
10	Vital Signs	4	6	10
11	Nutrition	2	6	8
12	Emergency Procedures	2	1	3
13	Long- Term Care Patient	4	0	4
14	Rehabilitative Nursing	4	4	8
15	Observation and Charting	4	4	8

16	Death and Dying	4	0	4
<b>Total</b>		<b>60</b>	<b>100</b>	<b>160</b>

**Module Descriptions:**

**Module 1 - Introduction**

**Prerequisite: None**

**Hours: 3**

The purpose of this module is to introduce the students to Title 22 – Division 5 California Code of Regulations (which regulates health care facilities), the roles and responsibilities of the Certified Nurse Assistant (CNA), requirements for NA Certification, professionalism, ethics, and confidentiality.

**Module 2 - Patient’s Rights**

**Prerequisite: Module 1**

**Hours: 3**

The purpose of this module is to introduce the students to patients/residents rights. The fundamental principle behind resident rights is that each resident is a member of a family and society as a whole. Each resident must be cared for in a manner that protects their rights and meets the individual familial, psychosocial and spiritual needs in a long term care setting. These rights are protected by Federal and State regulations.

**Module 3 - Interpersonal Skills**

**Prerequisite: Module 2**

**Hours: 2**

The purpose of this module is to introduce the concepts and skills required for students to communicate effectively and interact appropriately with residents, resident’s families and guests, and members of the health care team.

**Module 4 - Prevention Management of Catastrophe and Unusual Occurrence**

**Prerequisite: Module 3**

**Hours: 3**

The purpose of this module is to introduce the students to the concepts, procedures and general rules related to resident safety in the long-term care environment. In addition, it discusses the role of the NA in preventing and responding to emergency situations, such as fire and disasters.

**Module 5 - Body Mechanics**

**Prerequisite: Module 4**

**Hours: 7**

The purpose of this module is to provide students with an understanding of efficient and proper use of the body in performing tasks in the role of a NA. Students will also learn the principles of

positioning and transporting residents and will implement these principles in providing resident care.

### **Module 6 - Medical and Surgical Asepsis**

**Prerequisite: Module 5**

**Hours: 10**

The purpose of this module is to present information about asepsis and infection control. Procedures and precautions to protect residents, health care workers, and others from infection are presented, including hand-washing, universal precautions, and hazardous waste management.

### **Module 7 - Weight and Measures**

**Prerequisite: Module 6**

**Hours: 2**

The purpose of this module is to introduce the Common System of Measurement used by NAs.

### **Module 8 - Patient Care Skills**

**Prerequisite: Module 7**

**Hours: 58**

The purpose of this module is to teach students the skills needed to support and/or assist the resident in performing activities of daily living, particularly in the areas of personal hygiene and elimination. In addition, students are taught the use of prosthetic devices, procedures on bowel and bladder retaining, and how to take height and weight measurement of residents

### **Module 9 - Patient Care Procedures**

**Prerequisite: Module 8**

**Hours: 27**

The purpose of this module is to provide learning experiences that will prepare the student to safely carry out certain procedures, including supporting residents in physical care needs that cannot be performed independently.

### **Module 10 - Vital Signs**

**Prerequisite: Module 9**

**Hours: 10**

The purpose of this module is to prepare students to know how, when and why vital signs (i.e., temperature, respiration, and blood pressure) are taken and how to report and chart these procedures.

**Module 11 - Nutrition****Prerequisite: Module 10****Hours: 8**

The purpose of this module is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

**Module 12 - Emergency Procedures****Prerequisite: Module 11****Hours: 3**

The purpose of this module is to introduce the students to the concepts, procedures and general rules related to resident safety in the long-term care environment. In addition, it discusses the role of the NA in preventing and responding to emergency situations, such as fire and disasters.

**Module 13 - Long- Term Care Patient****Prerequisite: Module 12****Hours: 4**

The purpose of this module is to introduce students to the basic structure of the body and to review the effect of aging upon the body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with psychological, recreational, and social needs are also offered.

**Module 14 - Rehabilitative Nursing****Prerequisite: Module 13****Hours: 8**

The purpose of this module is to introduce the students to restorative care. Procedures on how NAs help individuals attain optimal level of functioning are discussed and demonstrated.

**Module 15 - Observation and Charting****Prerequisite: Module 14****Hours: 8**

The purpose of this module is to prepare students to know how and when to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

## **Module 16 - Death and Dying**

**Prerequisite: Module 15**

**Hours: 4**

The purpose of this module is to introduce to the students the event of death as a normal part of life and the various stages of the grieving process. The health care worker must learn how to recognize the physical, psychological, and spiritual needs of the resident during these periods to understand coping mechanisms and provide support to the resident and family members.

### **Certification:**

In order to work as a Nurse Assistant in California, you will be required to pass state certification examination.

### **Certified Nurse Assistant (CNA) Applicants**

The applicant or training program should submit the following to ATCS upon enrollment and before patient contact: • This completed application form; *and* • The second copy of the completed Request for Live Scan Services (BCIA 8016) form. Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal record review is in progress. CDPH 283B (07/11) This form is available on our website at: [www.cdph.ca.gov](http://www.cdph.ca.gov).

The Nurse Assistant application with the California Department of Public Health (CDPH283B) requires that applicants must list all convictions.

The California Department of Public Health (CDPH) evaluates criminal convictions for **any offense** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9(c).

Any conviction by an applicant receives an evaluation by CDPH. Due to longer processing times based on one or more criminal convictions it is possible that a student may complete training, pass competency examination, pay tuition and testing fees, and still not obtain a background clearance.

**Failure to obtain background clearance prohibits students from obtaining Certified Nurse Assistant certification.**

For potential students who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an “inquiry” with the Department by doing the following:

- Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: “**CLEARNCE ONLY WITH LETTER**”. The school does not fill out any information on the form.
- Write at the top of the LiveScan form (BCIA8016) **CLEARANCE ONLY WITH LETTER**”, when filling out the form at the LiveScan vendor site.

CDPH will review LiveScan/DOJ results, determine if the individual is “cleared” or not “cleared”; and send the individual a letter explaining the results.

Students who submitted the CDPH283B application and Live Scan to DOJ and want verbal acknowledgement regarding “clearance,” may call the Aide and Technician IVR line at (916) 327-2445 and request information from a phone representative regarding clearance.

Further questions may be referred to the Professional Certification Branch at [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) or call (916)327-2445.

**HOME HEALTH AIDE TRAINING PROGRAM**

**Program Length:** 40 hours / 1 week  
**Cumulative Final Program Exam:** Yes  
**Graduation Document:** Certificate

**Potential Occupations:** Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver.

**Standard Occupational Code (SOC) and Description:** 31-1011 - Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

**Program Description:**  
 The course is structured to provide theory and practical application of skills needed to work as an entry level Home Health Aide.

**Program Objectives:**  
 The objective of this program is to prepare the student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting.

**Course Outline:**

Module	Course Title	Theory Hours	Clinical Hours	Total Hours
1	Introduction to Aide and Agency Role	2	0	2
2	Interpretation of Medical and Social Personal Care Services	5	0	5
3	Clinical	5	15	20
4	Nutrition	5	3	8
5	Cleaning and Care Tasks in the Home	3	2	5
<b>Total</b>		<b>20</b>	<b>20</b>	<b>40</b>

## **Course Descriptions:**

### **Module 1 - Introduction to Aide and Agency Role**

**Prerequisite:** None

**Hours:** 2

This module is designed to train the students in basic nursing care performed at home and on how to become efficient caring members of the health care team.

### **Module 2 - Interpretation of Medical and Social Personal Care Services**

**Prerequisite:** Module 1

**Hours:** 5

This module is designed to familiarize the students with the medical and social needs of the patient, family and caregiver. The students are familiarized with the different problems that arise when the patient's needs are not met.

### **Module 3 - Clinical**

**Prerequisite:** Module 2

**Hours:** 20

This module is designed to train students in providing personal care services such as giving oral hygiene, back rubs, and bathing (bed, partial, and shower bath).

### **Module 4 - Nutrition**

**Prerequisite:** Module 3

**Hours:**

This module is designed to train students in preparing a balanced diet for their patients, including the factors to take into consideration when purchasing foods.

### **Module 5 - Cleaning and Care Tasks in the Home**

**Prerequisite:** Module 4

**Hours:** 8

This module is designed to familiarize the students with the tasks that need to be performed in at the patient's home when doing healthcare in a home setting.

### **Certification:**

Upon successful completion of this program the graduate will complete an application for initial certification, Form 283b and provide the application to the California Department of Public Health, Licensing and Certification. Saint Joseph's School of Nursing will assist with this process. Each graduate will receive the certification in the mail. Employment may be sought when the certification is received. There is no state exam required to obtain certification.

## **ACADEMIC POLICIES**

### **HOURS**

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

### **SATISFACTORY PROGRESS**

Saint Joseph's School of Nursing evaluates satisfactory progress at the following program increments of earned hours:

<b>Program</b>	<b>Total Hours</b>	<b>50%</b>	<b>100%</b>
Nurse Assistant Training Program	160	80	160
Home Health Aide Training Program	40	20	40

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at 100% of the scheduled class hours on a cumulative basis for the Nurse Assistant Training Program and Home Health Aide Training Program.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 75% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 75% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

### **Warning**

If a student fails to meet the cumulative 100% (Nurse Assistant Training Program and Home Health Aide Training Program) attendance or 75% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve a 100% (Nurse Assistant Training Program and Home Health Aide Training Program) attendance or 75% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Director of Nursing, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

### **Dismissal and Probation Appeal Process**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Director of Nursing will assess all appeals and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the Director of Nursing is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Director of Nursing's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

### **Maximum Time Frame**

All program requirements for the Nurse Assistant Training Program and Home Health Aide Training Program must be completed within 1 time the normal program length based on the 100% attendance requirement, as follows:

<b>Program</b>	<b>Total Weeks</b>
Nurse Assistant Training Program	6
Home Health Aide Training Program	1

Students exceeding the maximum time frame will be administratively withdrawn.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

### **GRADING SYSTEM**

<b>Grade</b>	<b>Percentage</b>
A	100% - 94%
A-	93% - 90%
B+	87% - 89%
B	86% - 83%
B-	82% - 80%
C	79% - 75%
F	74% - Below

### **WITHDRAWAL**

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

### **ATTENDANCE**

To be making satisfactory academic progress, a student must attend at 100% of the scheduled class hours on a cumulative basis for the Nurse Assistant Training Program and Home Health Aide Training Program.

### **TARDINESS AND EARLY DEPARTURES**

No tardies or early departures are permitted in the Nurse Assistant or Home Health Aide programs.

### **LEAVE OF ABSENCE POLICY**

Saint Joseph School of Nursing does not grant leave of absences.

## **GRADUATION**

Upon successfully completing the program, as stated below, each student will receive a certificate.

- Complete all clock hours.
- Graduate with cumulative minimum grade point average 75% - “C”.
- Tuition and fees are paid in full.

## **DRUG ABUSE POLICY**

Students are expected to treat school personnel and fellow students with consideration and respect. A student will be dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual behavior; behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to staff or faculty member. St. Joseph’s School of Nursing fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on campus. Anyone in violation of state, federal or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action.

## **CONDUCT CODE**

Students are expected to treat school premises with consideration, keep the campus neat and clean no graffiti on the walls, equipment or furniture. At the discretion of the Director of Nursing, a student may be dismissed from school for any serious incident. **Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.**

Students should remember that they represent the institute at all times. Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

## **STUDENT SERVICES**

### **ORIENTATION**

Saint Joseph’s School of Nursing conducts an orientation session for all new students. The purpose of the session is to brief new students on the rules, regulations, and policies of the school.

### **ACADEMIC ADVISING**

Academic advising may be initiated by School personnel or the student when the need is identified.

## **HOUSING**

Saint Joseph's School of Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Lancaster, CA, rental properties within a five mile radius start at approximately \$1,000 per month.

## **LIBRARY**

The library and learning resources for the health care programs are readily available to the total student population at the school site, they are not available for check-in and check-out. These resources are multimedia in nature and the necessary equipment is available to be utilized with the media.

These resources include:

- Computer internet access for research and information gathering on
- Patient care and health care topics.
- Audio visuals for classroom and individualized learning related to the content presented.
- Current and classic books to supplement textbooks used.
- Library copies of textbooks used in courses.
- Mentors and tutors to assist student to use the learning resources and assist with the learning experiences.
- Archived videotapes of each lecture to be used for learning augmentation experiences and for course review.
- Access to *CINAHL® with Full Text*
- CINAHL® with Full Text is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 600 journals indexed in CINAHL. Of those, 301 are not found with full text in any version of Academic Search™, Health Source®, or Nursing & Allied Health Collection™. This authoritative file contains full text for many of the most used journals in the CINAHL index - with no embargo. With full-text coverage. CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature.

Content includes:

- Full text for more than 600 journals.

## **EMPLOYMENT**

While Saint Joseph's School of Nursing will assist graduates in developing job search skills such as resume and cover letter development, interviewing, and appropriate interview follow-up activities, it cannot and does not guarantee the student will find employment nor does it guarantee the student will realize a given salary following graduation.

## **STUDENT RECORDS**

Student records will be maintained on site at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

## **GRIEVANCE PROCEDURE**

When a concern occurs, the student is asked to discuss the concern directly with his/her instructor. If a resolution cannot be reached, the student should document the concern in writing and make an appointment to speak with the Director and Chief Academic Officer. The formal written concern must state the issue and desired outcome and should include any documentation that supports the concern. The Director and Chief Academic Officer will review the written statement and any supporting documentation, gather facts, and endeavor to provide a written response to the student within fourteen (14) business days. The decision is final.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **CANCELLATION, WITHDRAWAL AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

Students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

Cancellation may occur and may be documented in any manner. If the student provides a written notice of cancellation it can be provided to the following address: 816 West Lancaster Blvd, Lancaster, CA 93534. This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, by the applicant, or the applicant does not show or start attending the program, or is not accepted the school the school will refund the student any money he/she paid, less the registration fee not to exceed \$55.00 and less any deduction for uniform, supplies and textbooks provided not returned in new condition within 14 days after the notice of

cancellation is received. Any refund due based on cancellation will be provided within 45 days of cancellation.

If the Enrollment Agreement is cancelled by the school due to the program start date being cancelled the student will receive a refund of all money he/she paid.

### **WITHDRAWAL FROM THE PROGRAM**

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled hours in their program through the last day of attendance. The refund will be less the registration fee not to exceed \$55.00. If the student has completed more than 60% of the scheduled hours for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund required by the Bureau for Private Postsecondary Education, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If any refund is due it will be provided within 45 days of withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **TUITION AND FEES**

Tuition and fees are due no later the start of the first day of class for the Nurse Assistant and Home Health Aide program, unless payment arrangements have been agreed too.

**Nurse Assistant Training Program:**

Registration Fee	Live Scan	Drug Screen	Student Tuition Recovery Fund Fee*	Tuition	Uniform**	Lab Supplies	Textbooks & Workbooks	CPR	Testing Fee
Non-Refundable	Non-Refundable	Non-Refundable	Non-Refundable		Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable	Non-Refundable when paid to 3 <sup>rd</sup> Party.
\$55	\$50	\$50	\$0	\$1030.05	\$89.97	\$29.99	\$200	\$49.99	\$100

Estimated total for the entire program: \$1,655.00

\*\$0 for every \$1,000 rounded to the nearest \$1,000.

\*\*2 sets of Scrubs & 1 Jacket.

**Home Health Aide Training Program:**

Registration Fee	Live Scan	Drug Screen	Student Tuition Recovery Fund Fee*	Tuition	Uniform*	Lab Supplies	Textbook	CPR	Testing Fee
Non-Refundable	Non-Refundable	Non-Refundable	Non-Refundable		Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable	Non-Refundable when paid to 3 <sup>rd</sup> Party.
\$55	\$50	\$50	\$0	\$370.01	\$29.99	\$5	\$100	\$0	\$0

Estimated due for the entire program \$660.00

\*\$0 for every \$1,000 rounded to the nearest \$1,000.

\*\*2 sets of Scrubs & 1 Jacket.

**ADDITIONAL FEES, IF APPLICABLE**

Transcript \$10 each, Transcript rush \$20 each, ID card replacement \$10, Duplicate Certificate of Completion \$10, Scrub Set \$29.99 each, Uniform Jacket \$59.98 each, Late Payment \$25.

**LOAN**

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

**STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the

student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **MANAGEMENT, STAFF AND FACULTY**

Niki Joseph RN, M.S.N  
Chief Executive Officer, Chief Operations Officer, Director of Nursing

Angie Melara, Receptionist

Gail Serafin, Admissions

Alice Stewart, Finance

### ***Faculty:***

Niki Joseph R.N., M.S.N  
Bachelor of Science Degree from Southern Connecticut State University  
Masters of Nursing Southern Connecticut State University  
Years of Nursing Experience: 16 years

Elizabeth Mason, R.N.  
Diploma in Nursing from Dominica State College  
Years of Nursing Experience: Over 36 years

## **STATE OF CALIFORNIA CONSUMER INFORMATION**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Saint Joseph's School of Nursing has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Saint Joseph's School of Nursing does not participate in federal or state financial aid programs.

Saint Joseph's School of Nursing is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

## **CATALOG CHANGES**

Information about Saint Joseph's School of Nursing is published in this catalog, which contains a description of policies, procedures, and other information about the School. Saint Joseph's School of Nursing reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Saint Joseph's School of Nursing, the student agrees to abide by the terms stated in the catalog and all school policies.